

2023 Willard Summer Camp Parent & Camper Information Packet

All camp registrations will be completed through the online registration system. Link can be found at WillardParks.com in the Youth Programs/ Summer Day Camp tab.

Summer Day Camp is a recreational program hosted by the Willard Parks and Recreation Department to provide an entertaining and educational childcare option to the community. Camp participants will enjoy swimming, field trips, crafts, athletics, and more over the course of the summer!

This packet should provide answers to the most asked questions. Please read it thoroughly and **return the page at the back to Morgan Long at the Willard Recreation Center before the first day of camp (May 30st).**

WILLARD PARKS IS NOT ACCEPT STATE SUBSIDIZED PAYMENTS FOR SUMMER CAMP IN 2023

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What will your camper bring every day?

- A great attitude!
- Closed-toe shoes (no slides, sandals, or flip-flops)
- Refillable water bottle
- Sack lunch, with drink and snacks (NO GLASS)
- Sunscreen (required), bug spray (recommended)
- Play clothes (Campers will get dirty and wet)
- Towel & Swimsuit (Tuesday and Thursday for Swim Day)
- Name written on all items

What will your camper NOT bring?

- Opened-toe shoes (slides, sandals, or flip flops are dangerous to run in and break)
- No breakable or valuable items (this includes cell phones, jewelry, etc.)
- No game systems, toys, or cell phones (all cellphones will be confiscated and returned to parents at pickup)
- Nice clothes (Campers will get dirty and wet)

Locations & Amenities

The Willard Summer Camp Program will take place at a variety of locations across Willard and southwest Missouri. All campers will check in daily at the Willard Recreation Center. Camp groups may then travel either on foot or by bus to secondary locations for daily activities.

Willard Sports Complex – Home to the Recreation Center, this location is “home base” for Summer Camp Programs. 2 Gymnasiums, a craft classroom, playground, park space, garden, and sports fields provide many opportunities for engaging play. **223 N State Hwy Z, Willard, MO 65781**

Willard Aquatic Center- Tuesday and Thursday, Campers will travel to the Aquatic Center for swim time. **220 W Jackson St, Willard, MO 65781**

Jackson Street Park- A Playground, acres of green space, and covered pavilions will provide shade and outside activities. Restrooms available at the Aquatic Center. **220 W Jackson St, Willard, MO 65781**

Miller Farm Park- Disc Golf Course and wooded trails will offer some “Nature Time” for our older campers. This is also the site of our sunflower field that blooms in September. **1001 S Hunt Rd, Willard, MO 65781**

Frisco Highline Sports Complex- Acres of open sports fields are a great site for yard games, field sports and kite flying. **8326 W Farm Rd 64, Willard, MO 65781**

Field Trips- Campers will travel weekly by bus on a variety of field trips. See included calendar for weekly schedule.

IMPORTANT Registration Information & Procedures

- **ALL REGISTRATION AND PAYMENTS MUST BE COMPLETED BY NOON OF THE FRIDAY PRIOR TO THE WEEK ATTENDING.**
- ALL REGISTRATION IS COMPLETED THROUGH THE CUSTOMER PORTAL AT WILLARDPARKS.RECDESK.COM
- NO PAYMENTS WILL BE ACCEPTED AFTER 12 PM FRIDAY, AND CAMPERS WILL BE DROPPED FROM THE ROSTER FOR THE FOLLOWING WEEK IF UNPAID.
- NO REGISTRATION OR PAYMENT IS PERMITTED FOR THE CURRENT WEEK OF CAMP
- THERE IS NO DAY-OF REGISTRATION ACCEPTED

Step by Step Online Registration Walk-thru

1. Complete your member profile or log in at **WillardParks.recdesk.com**
 - a. Add each child attending camp to your household
2. Select **Programs** tab
3. Select **Childcare** from dropdown menu
4. Select the week of camp you want to register for
5. Program Registration
 - a. Verify all information
 - b. Click **Save**
6. Shopping Cart
 - a. Verify all information
 - b. Click hyperlink to register another household member (for this selected week) if needed
 - c. Select **Add New Registration** button if you want to add another week of registration
 - d. When all campers and weeks are in Shopping Cart, select **Go to Checkout**
7. Waiver
 - a. Carefully read the waiver
 - b. Click **I Accept Waiver**
8. Required Forms
 - a. Non-injectable Medication Authorization 2023
 - i. Select **Complete Form** button
 - ii. Fill out form if your child will need to take medication at camp, or leave blank if your child is not taking medications
 - iii. Select blue **Next** button to continue through form
 - iv. Page 4 of 4: Sign and select **Submit Form**
 - b. Summer Camp Release and Policies 2023

- i. Carefully read and check boxes
 - ii. Sign and select **Submit Form**
 - c. Willard Parks and Recreation Agreement, Waiver and Release
 - i. Carefully read, sign, and date
 - ii. Select **Submit Form**
 - d. Once all forms have green checkmarks, select **I Have Completed All Forms** button
- 9. Checkout
 - a. Confirm billing information
 - i. The first week of camp and the week of July 4th will be \$100 per child
 - ii. All other weeks will be \$125 per child
 - iii. Willard Parks can apply a 10% discount for families with 3 or more children. This discount must be requested and cannot be backdated.
 - b. Convenience Fee
 - i. This is a 3% fee for running a card through the system. If you want to avoid paying this fee, you can come to the Willard Recreation Center **before noon the Friday before your camp week starts** and make payment with cash or check.
 - c. Select **Submit**

Camper Rules & Regulations

Summer camp is meant to be a fun and engaging environment; however, campers must follow the rules below to ensure a safe, fun, and rewarding experience for all involved.

General Rules

- Walk in lobbies and hallways at all times- NO RUNNING
- Use inside voice in lobbies, hallways, and restrooms
- Do not leave the room without group leader's approval
- Clean up your activity area before beginning another
- Do not go into other children's Cubbies/Baskets/Backpacks/Lunch Boxes, etc.
- All children will help at clean up time
- When instructed, line up at the door quietly to wait for directions

Field Trip Rules

- Wear and also bring sunscreen
- Children will walk together to the bus and wait at the door for counselor instruction
- Children will enter the bus in an orderly line when the driver or the leader directs them to do so
- Walk when entering, leaving, or moving through the bus
- Hands, heads, feet, and personal belongings must stay inside the bus at all times
- Nothing shall be put outside the windows of the bus
- Windows shall be opened only with the permission of the leader or driver
- The bus shall not be littered in any way
- No food or drink will be consumed on the bus (closed lunchboxes permitted)
- Children must stay with the group at all times
- Children must stay with the adult they are assigned to (usually their group leader) at all times
- Children will be expected to follow the special rules of the site being visited (reviewed before each trip)
- Children will not use bathrooms without leader's approval
- Horseplay, fighting, and profanity will not be tolerated
- Any child experiencing behavioral problems on a field trip may be excluded from the next field trip or from the program

All campers must wear camp-issued t-shirts on every field trip! (We have a limited supply of extra t-shirts at a cost of \$15.00 to replace lost or forgotten shirts)

Park Rules (open greenspace areas)

- All campers must follow the instructions of their group leader at all times
- Campers will return to the group when instructed to do so
- Campers that attempt to leave the activity area without permission will be subject to discipline
- Sunscreen will be worn at all times

Pool Rules

- All campers must follow the instructions of their group leader at all times
- Campers will return to the group when instructed to do so
- Campers that attempt to leave the activity area without permission will be subject to discipline
- Sunscreen will be worn at all times
- Campers will exit the pool when instructed to do so - campers that refuse this instruction will be subject to discipline including loss of pool privileges
- No floaties

Expectations for Campers

- Participate in all activities
- Follow all rules and group leader instructions
- Be responsible for your belongings
- Be on time (Arrive: 6:30-8am, Pick up 3:30-6pm)
- Confine eating to lunch and snack times
- Always be courteous and cooperative
- Play safely and use good sportsmanship
- Report anything wrong with facilities to group leaders (clogged toilets, messes in restrooms, burnt out lights, etc.)
- **Most importantly, HAVE FUN!**

Health Policy

Insurance

The Willard Park Board does not provide any accident or hospitalization insurance for camp participants. We recommend that you review your own family policies for coverage information.

Medication

If your child needs to be given medication (prescription or over-the-counter) while at camp, you must have a completed Medical Authorization Form on file. No medication will be given without this form on file. All medications must be in the original, properly labeled container when sent to camp.

Illness

Please do not send your child to camp with a fever or an illness. If your child exhibits symptoms of illness or fever, you will be called to pick up your child. We ask that you make every effort to pick up your child as soon as possible, as your child will be separated from the other campers to inhibit spread of illness.

Discipline

The following is an example of the discipline and communication campers will receive from their camp counselors and other supervisory staff. Please understand that we want to encourage children to make great choices in their behavior. Your support from home is greatly appreciated by our hardworking camp counselors. Other consequences are expressed throughout this document. Please read it thoroughly.

Document given to counselors for confronting most common or most severe camper misbehaviors:

Summer Camp 2023 Discipline Escalation Protocol

Take every step seriously, using your child communication tools. If you have forgotten what they are, consult a superior to refresh your memory. Mike, Samantha, Jason, and other senior staff are here to support you (in that order).

First Offense

Not listening to counselor direction, is insisting on joining a different group, is sitting out, etc

- 1. Bend down to child's level to communicate*
- 2. Speak plainly and repeat rules and expectations stated at beginning of day*
- 3. Redirect attention to remainder of group to explain rules, then quietly pull child aside to discuss importance of respect*
- 4. Communicate the child has the choice not to participate, but there are consequences to every decision*

Inappropriate Contact (not keeping their hands to themselves)

- 1. Warning*
- 2. Removal of privileges to participate for given time (time out to not exceed age/minutes rule)*

Physical/verbal assault (cursing, harassment, or hitting with intent to harm)

- 1. Remove from situation*
- 2. Address situation with aggressor- allow time for cooldown if needed*
- 3. Communicate severity of offense- and make clear it is not tolerated*
- 4. Complete discipline document*
- 5. Notify Group Lead*

Second Offense

Not listening etc.

1. *Take child aside and explain the rules and expectations*
2. *Ask for feedback from the child to help solve the issue*
3. *Tell the child what they will be doing with the group and bring them back into the activities*
4. *Notify Group Lead*

Inappropriate Contact (not keeping their hands to themselves)

1. *Second Warning*
2. *Take child aside/alone and explain the rules and expectations*
3. *Warn child of 3rd offense consequences*
4. *Rejoin group*
5. *Notify Group Lead*

Physical/verbal assault

1. *Take child aside and explain the rules and expectations*
2. *Assign child to a "time out"*
 - a. *Minutes should not exceed the child's age*
 - b. *Time out should be supervised entirely by staff, in a room away from distraction (offices, hallway, etc)*
3. *Incident report*
4. *Notify Group Lead*
5. *Parents should be explained the situation at pick-up (also for first offense- warning- address at home)*

Third Offense

Not listening etc.

1. *Time Out with explanation*
 - a. *Minutes should not exceed the child's age*
 - b. *Time out should be supervised entirely by staff, in a room away from distraction (offices, hallway, etc.)*
2. *Rejoin group*
3. *Notify Camp Coordinator*
4. *Parents should be explained the situation at pick up*

Inappropriate Contact (not keeping their hands to themselves)

1. *Time out with explanation*
 - a. *Minutes should not exceed the child's age*

- b. Time out should be supervised entirely by staff, in a room away from distraction (offices, hallway, etc.)*
- 2. Rejoin group with direct supervision*
- 3. Incident Report*
- 4. Notify Camp Coordinator*
- 5. Parents should be explained the situation and expectations at pick up*

Physical/verbal assault

- 1. Separate child from the group immediately*
 - a. Time out standards and protocol*
- 2. Incident Report*
- 3. Notify Camp Coordinator*
- 4. Call parents for immediate pick up*
- 5. Thorough explanation and expectations given to parents*

Fourth Offense

Not listening etc.

- 1. Notify parents of issue prior to pick up*
- 2. Child can finish day of camp but must correct behavior before returning*
- 3. Parents should be explained every step of offense and correction*

Inappropriate Contact (not keeping their hands to themselves)

- 1. Separate child from the group immediately*
 - a. Time out standards and protocol*
- 2. Incident Report*
- 3. Notify Camp Coordinator*
- 4. Call parents for immediate pick up*
- 5. Thorough explanation and expectations given to parents*

- **No refunds will be issued for suspension or expulsion from Summer Adventure Camp for the current week, however a refund can be given for prepaid future weeks.**
- **We will attempt to follow these guidelines each day. However, children are individuals and may require modifications to this plan. Multiple offenses, severity of offense, may result in an abbreviated escalation of recourse to protect your or other campers' safety.**

Drop-off & Pick-up Process Requirements

To ensure a safe and secure transfer of supervision of your child, parents/guardians are required to adhere to the following protocol for drop-offs and pick-ups at Willard Parks Summer Camp. Following these rules is required every time, regardless of circumstances, for your child's safety.

Drop-off Process Requirements

- Parent/guardian must walk their child into the building (no parking lot drop-offs)
- Parent/guardian must sign camper in at camp registration desk
- No day-of/week-of registrations or payments are accepted at drop-off
- **Children are not to be left at the rec center prior to 6:30am on designated camp days.**
- Only approved parties may sign children into camp
- Please bring your child to camp no later than 9:00am to be present for activities, especially on field trip days. Many activities are at other park locations, but drop-off is always at the Rec Center.

Pick-up Process Requirements

- Parent/guardian must be on the approved pick-up list to receive their child from camp
- Parent/guardian must sign child out at the camp registration desk before leaving
- Parent/guardian may be required to show ID when signing out child
- If someone other than registered parent/guardian is picking up child, parent/guardian is required to contact Willard Recreation Center to verify the pick-up party with supervisory camp staff.
- A \$5 fee will be billed for every 15 minutes (or portion thereof) a parent/guardian is late.
 - **Campers MUST be picked up by 6:00pm.**
 - A parent/guardian who is repeatedly late will not be allowed to register for future weeks of camp.
 - Authorities may be notified if children are not picked up from camp by 6:30pm.

Contacts for drop-off and pick-up party alterations (you must actively speak to a camp/rec center representative, so leave a name and call back number if you reach voicemail):

Morgan Long, Camp Coordinator
Willard Parks Front Desk

417-742-5382
417-742-5380

FAQ

Q: What if I have an emergency and need to contact/pick up my child ASAP?

A: Call the Willard Recreation Office at 417-742-5380. The Camp Director will be paged to return your call ASAP.

Q: How do you promote inclusivity when it comes to differently abled campers?

A: If your child requires accommodations for participation, please notify us at least two weeks prior to the week they will attend. We want to be completely inclusive and prepared when they join us for summer fun!

Q: What is the meal policy?

A: Lunches and snacks must be brought from home every day. This includes morning snack, lunch, and evening snack. If your child forgets a lunch, one will be provided, and an \$8.00 lunch fee will be applied to your account. We will have optional snacks for sale through the concession stand at snack time.

Q: What kind of movies do you play at camp?

A: Throughout Summer Camp we will be watching movies. The movies will be rated G or PG only. If you do not want your child watching PG movies, please let us know before the start of camp.

Q: What is the weather policy for Summer Adventure Camp?

A: Please view the graphic on our website WillardParks.com under the Summer Adventure Camp tab. Children will be playing in the heat unless deemed dangerous, so prepare your kids with proper clothing and apply sunscreen.

Q: Can my child bring money on field trips?

A: Yes, however your child will be responsible for their own money. Willard Parks Staff will not hold money for campers and Willard Parks is not responsible for lost or stolen belongings, including money.

Q: Do field trips cost extra?

A: Fees for most field trips are included in your weekly tuition, however some might require an additional small charge. We will let you know about these fees the week prior to the field trip.

Q: Can I do drop-ins?

A: No, we do not accept any drop-ins. Regardless of parent/guardian reasoning, we will not be able to accept your child if you show up without having registered and paid the previous week. No exceptions.

Q: Can I sign up for the whole summer?

A: Yes! We love our full-summer campers! These kids often become great helpers and their parents become friends.

Q: Do you accept state-subsidized payments?

A: No, we will not be accepting them in 2023.

Q: How and when do I pay?

*A: Fees are easy this year! We are only accepting weekly registrations of \$125 per child per week. **All payments MUST be made by noon the Friday before the week you're paying for.** You can pay by card through the registration website or make payment at the Willard Rec Center with cash, check, or card. No refunds, credits, or rollovers will be given for "unused" days.*

Q: Do you offer any discounts for multiple child households?

A: Yes! We can discount your registration fee over the phone. Complete your registration online, without payment, and then call Morgan Long, Camp Coordinator at 417-742-5385 to apply a 10% discount for families registering 3+ campers.

Q: What is the Administration Fee and do I have to pay that every week?

A: The \$20 Administration Fee is to cover the cost of your child’s camp shirt and additional registration work done during your camp signup process. This fee should only apply to your first week attending camp and should not appear on following weeks.

Q: I’m confused about registration. Who can I reach out to with my questions?

A. 1. Morgan Long, Camp & Activities Coordinator
Monday – Friday 8:30-5pm
417-742-5385
operations@cityofwillard.org

Registration Checklist

Read/Sign this Packet and return to Willard Parks	
Authorized Pickup List	
Allergy & Emergency Contact List	
Register for Camp (include \$20 admin fee on 1 st week)	
Print or pick up 2023 Camp Calendar	

Parent/Guardian Signature Page

I have read this Willard Parks Summer Day Camp 2023 packet and have contacted proper channels with my questions. I understand all the key points in this packet such as:

1. How to register
2. Payment requirements
3. Discipline protocol
4. Contact information
5. Drop-off and pick-up requirements
6. How to make my camper prepared for camp using the calendar and "What to Bring" lists
7. FAQ

I understand these rules and regulations are set up for the safety of my child, other children at camp, rec center patrons, rec center staff, and myself.

Signature _____

Date _____

SIGN, DETATCH, AND RETURN THIS PAGE TO MORGAN LONG, CAMP COORDINATOR AT THE WILLARD REC CENTER BEFORE YOUR FIRST DAY OF CAMP

Keep the remainder of this packet for your reference through the 2023 summer.